

## **Article 11**

### **LABOR-MANAGEMENT MEETINGS**

#### **Section A. Purpose.**

Labor Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties.

Items to be included on the agenda for such meetings are to be submitted at least seven calendar days in advance of the scheduled meeting dates. Appropriate subjects for the Agenda are:

1. Administration of the Agreement.
2. General information of interest to the parties.
3. Expression of employee's views or suggestions on subjects of interest to employees of the Bargaining Unit.
4. Recommendations on health and safety matters relating to the Bargaining Unit employees.

Department or Agency representatives will, when known, notify the Union of administrative changes decided upon by management, which may affect employees in the Bargaining Unit. Failure of the Employer to provide such information shall not prevent the Employer from making such changes; however, such changes shall be proper subjects for Labor-Management meetings. Such meetings shall not be considered negotiations, nor shall they be considered as a substitute for the grievance procedure.

The parties recognize that the assumption of positions and employees into the classified service is a prohibited subject of negotiations. However, the parties may discuss the application of provisions of the collective bargaining agreement to assist in the transition of positions and employees into the Classified Service.

#### **Section B. Representation.**

1. Departmental Level. For Departmental meetings, in the Department of Corrections, the Union shall designate up to seven representatives who shall be employed in the Department. The Union may designate not more than seven additional representatives to participate in such meetings, based upon the matters scheduled in the agenda. In all other Departments, the Union shall be entitled to designate up to two representatives who shall be employed in the Department. The Union may designate not more than two additional representatives to participate in such meetings based upon the matters scheduled in the agenda.

2. Agency Level.

- a. In the Department of Community Health, the Chapter President may designate up to three representatives to participate in agency Labor-Management meetings. In addition to the three representatives, the Chapter President may, on a case by case basis, request not more than two additional representatives to participate in such meetings, based solely upon the matters scheduled in the agenda.

The presence of such additional representatives shall be limited to the discussion of agenda item(s) for which their attendance was requested. Such items will normally be first on the agenda in order to minimize time away from the job. All such representatives shall be employees in this Bargaining Unit.

- b. In the Department of Corrections, MCO shall be entitled to three representatives at facility Labor-Management meetings. These representatives will be without restriction as to shift. For facilities with a Camp(s), MCO shall be entitled to an additional representative from the affiliated Camp(s). In addition, up to two additional resource persons may attend when requested at the time the agenda is submitted and the agenda identifies the item(s) that the resource person(s) will be talking about.

Corrections Center Labor-Management meetings will be held on a Regional basis. MCO will be entitled to three representatives for each Regional meeting.

The SAI program at Cassidy Lake shall be considered an agency for purposes of Labor-Management meetings.

As mutually agreed on a case by case basis, additional representatives may be added on non-pay status.

MCO paid staff may attend local Labor-Management meetings with prior notice.

Informal Labor-Management meetings may be held at any Corrections Center as necessary.

**Section C. Scheduling.**

1. Departmental Level. Departmental Labor-Management meetings shall be scheduled upon request of either party, but not more frequently than bimonthly, except as may be mutually agreed on a case by case basis.

2. Agency Level. Meetings at the Agency or facility shall be required no more frequently than monthly unless mutually agreed otherwise. Where no items are placed on the agendas at least seven days in advance of scheduled meetings, such meetings shall not be required.

Facility Labor-Management meetings will be scheduled as close as possible to ten days from the date the agenda was submitted to the facility head or his/her designated representative. Such meetings will normally be held between the hours of 8:00 a.m. and 4:30 p.m., at a time convenient for the representatives attending the meeting (such as 1:00 or 2:00 p.m.). It will be management's responsibility to publish and distribute minutes of the meeting as soon as possible after the conclusion of the meeting (normally within 15 calendar days). Upon mutual agreement either party may tape record the meeting.

#### **Section D. Pay Status of Union Representatives.**

1. Departmental Level. Up to the limit established in this Article, Union Representatives to Departmental Labor-Management meetings shall be permitted time off from scheduled work up to a maximum of eight hours per meeting for necessary travel and attendance at such meetings. Properly designated Union Representatives from the second and third shifts shall be permitted an equivalent amount of time off from scheduled work on upcoming or previous shift. Overtime and travel expenses are not authorized. Under no circumstances shall more than ten Bargaining Unit employees attend Departmental meetings without loss of pay.

Designated representatives employed in the Upper Peninsula may, at the discretion of the Union, charge travel time to and from such meetings, not to exceed one shift per meeting, to the Administrative Leave Bank established by Article 7, Section E., of this Agreement.

2. Agency Level. Representatives from the morning and day activity shifts will attend the Labor-Management meetings without loss of pay.
  - a. In the Department of Community Health, representatives from the afternoon or midnight shifts shall be permitted an equivalent amount of time off from scheduled work on their upcoming or previous shift.
  - b. In the Department of Corrections, second and third shift representatives will be entitled to compensatory time equal to the time in attendance at the meeting. This compensatory time will be recorded and used in the same manner as the compensatory time in Article 17, Section C, of this Agreement.

Resource representatives from the second and third shifts are entitled to compensatory time equal to the period of time from the start of the meeting until their item(s) has been covered.

Compensatory time may be used on the same day as the meeting if the duration of the meeting substantially interferes with the representative's ability to properly carry out his/her duties and responsibilities or if the representative is at his/her compensatory time cap.

#### **Section E. Office of the State Employer.**

As may be mutually agreed, representatives of the Office of the State Employer may meet with representatives of the Union. Discussions at these meetings shall include, but not be limited to, administration of this Agreement.

#### **Section F. Staffing Level Consultations.**

The Departments agree to continue to consult with the Union concerning maintaining or revising recommended/authorized staffing levels in specific work settings in order to insure adequate safety of Bargaining Unit employees. The Departments will afford Chapter Presidents the opportunity to submit their suggested improvements for safe staffing levels through the respective wardens or facility administrators to the Department Director, in conjunction with the annual budget requests.

#### **Section G. Departmental Efficiency Advisory Committees.**

The parties will continue the Department of Corrections Efficiency Advisory Committee. The Efficiency Advisory Committee shall consist of two representatives appointed by the Michigan Corrections Organization, two representatives appointed by the Director of the Department of Corrections, and one representative appointed by the Director of the Office of the State Employer. The purpose of the Efficiency Advisory Committee shall be to exchange information and views regarding current and proposed staffing levels, mix of various custody and security classifications and levels, and the distribution of tasks and responsibilities among positions, and groups of positions, to identify situations in which staff functions and levels might be redeployed to maximize the safe and efficient delivery of state services within the Department of Corrections.

The issue of a departmental efficiency advisory committee in the Department of Community Health may be addressed in secondary negotiations at the request of either party.